

9 NOV 1982

MEMORANDUM FOR: Director, Intelligence Community Staff
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, National Intelligence Council
General Counsel
Inspector General
Director, Office of External Affairs
Comptroller
Director of Personnel
Director, Equal Employment Opportunity
Executive Secretary
Administrative Officer, DCI

1-2

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Annual Circulation of Handbook of Required Regulatory
Readings []

STAT

1. The Handbook of Required Regulatory Readings [] revised as of 5 October 1982 has been circulated to all components throughout the Agency. Each year this handbook is updated to conform to new Federal statutes, Executive orders, Government directives, and current Agency policy thereby containing information with which all Agency employees must be familiar in carrying out their duties and responsibilities.

STAT

2. In addition, pertinent excerpts of Executive Order 12333 (Appendix A) and the full text of Executive Order 12334 (Appendix B) were added to this year's readings at the suggestion of the Counsel for the President's Intelligence Oversight Board. Given the great importance that the President has placed on effective oversight of intelligence activities, Headquarters Regulation [] which implements Executive Orders 12333 and 12334 was also recommended by the Intelligence Oversight Board as required reading for all Agency employees.

STAT

3. Accordingly, please ensure that supervisors circulate the handbook to all employees under their supervision; further that employees initial a routing sheet attached by their supervisor to indicate they have read the material in the handbook.

STAT

Harry E. Fitzwater

RCD/OIS [] bjw (4 Nov 82)

Harry E. Fitzwater

Distribution:

Original - D/ICS

- 1 - Each other addressee
- 2 - DDA
- 1 - D/OIS Subject
- 1 - D/OIS Chrono
- 2 - RCD

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STAT

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9 NOV 1982

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education

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cc: Executive Officer, DDA

MEMORANDUM FOR: DDA
~~ADDA~~

5 NOV
1982

As far as I know, this is the first time in the history of the Agency that the DDA is advising other Agency components of their responsibility to circulate the Handbook of Required Regulatory Readings to all individuals in their components. For what it is worth, during my lengthy time in the DO, both at Headquarters and abroad, we never had to be reminded by anyone of our responsibilities. I guess my point is I don't agree with sending out the attached memoranda and if we do it this year, then we will do it forevermore.



9 NOV 1982

Date 5 Nov 82

ROUTING AND RECORD SHEET				
SUBJECT: (Optional) Annual Circulation of Handbook of Required Regulatory Readings 				
FROM: Director of Information Services 1206 Ames			EXTENSION 	NO. OIS 82-908 DATE 5 November 1982
TO: (Officer designation, room number, and building)	DATE <div style="display: flex; justify-content: space-between;"> RECEIVED FORWARDED </div>		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. EO/DDA	5 NOV 1982			<div style="border: 1px solid black; width: 100px; height: 1.2em; margin-bottom: 10px;"></div> <p>Attached is a memorandum to Agency component heads advising them of the required regulatory readings which have now been circulated as . The memorandum explains the updated information contained in the handbook and the rationale for the change. Also attached is a similar memorandum to be circulated to the DDA Office Directors if you so choose.</p> <p> in RCD prepared these memoranda which I think will satisfy your desire to formally notify senior management officials in the Agency of the annual required readings. Let me know if we can be of further service in this matter.</p> <div style="border: 1px solid black; width: 180px; height: 60px; margin: 10px auto;"></div> <p>Atts</p>
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